

USER NAME: _____

AGENCY NAME: _____

USER RESPONSIBILITY & CODE OF ETHICS AGREEMENT

USER RESPONSIBILITY

Your User ID and Password give you access to the GetCare Tools. Failure to uphold the confidentiality regulations set forth below is grounds for immediate access termination from the GetCare Tools.

- User ID and Password I agree to take all reasonable measures to keep my User ID and Password secure. My User ID and Password are for my use only and may not be shared with anyone other than my Agency's Program Administrator. I understand that the Program Administrator will use my ID and Password only for training, problem identification and problem resolution purposes. The Program Administrator will at no time use it for client data entry or access to client-level data outside of aforementioned responsibilities as a Program Administrator.
- Viewing and Use of Client Data I understand that the only individuals who can view information in the GetCare Tools are authorized users and the clients to whom the information pertains. I further understand that I may view, obtain, disclose, or use only the client information that is necessary to perform my job. I agree to follow Agency protocol in collecting and sharing client information including but not limited to securing a signed *Commonwealth of Virginia Uniform Authorization to Use and Exchange Information* form for every client prior to sharing client-specific data outside of my Agency and its directly operated services. I will diligently record all restrictions requested by the client in regard to sharing client information.
- Leaving GetCare Tools Unattended A computer that has GetCare "open and running" shall never be left unattended. If I am logged into GetCare and must leave the work area where the computer is located, I must log-off GetCare before leaving the work area. Failure to log-off GetCare appropriately may result in a breach in client confidentiality and system security.
- Hard Copy Files Hard copies of GetCare information must be stored and/or disposed of according to agency protocol in order to maintain security of client information at all times. I have been trained in agency protocol and agree to follow protocol when handling hard copies of client data.
- Client Data Entry I will complete all necessary information in GetCare as comprehensively and accurately as possible for program purposes only. I will not knowingly enter false or misleading information or information that contains profane or offensive language under any circumstances.
- Security Breach Reporting If I notice or suspect a security breach, I agree to immediately notify my Agency's Program Administrator or the GetCare System Administrator.

USER CODE OF ETHICS

As a GetCare user, I agree to:

- treat participating providers with respect, trust, fairness and good faith.
- maintain high standards of professional conduct when communicating with other GetCare users.
- relate to the clients of other GetCare users with full professional consideration.

As part of my training on the GetCare Tools, I have been instructed on security guidelines outlined above. I understand and agree to comply with all of the guidelines above and am aware that if I do not follow the security guidelines, it will be considered a breach in security and my access to GetCare will be terminated.

GetCare User Signature _____ Date _____

Supervisor _____ Date _____

Agency Program Administrator _____ Date _____